

16 KAR 8:030. Continuing education option for certificate renewal and rank change.

RELATES TO: KRS 161.020, 161.028, 161.030, 161.1211

STATUTORY AUTHORITY: KRS 161.020, 161.028(1)(a), (f), (q), 161.030, 161.095, 161.1211

NECESSITY, FUNCTION, AND CONFORMITY: KRS 161.095 requires the Education Professional Standards Board to promulgate an administrative regulation establishing procedures for a teacher to maintain a certificate by successfully completing meaningful continuing education. KRS 161.028(1)(f) and 161.030 authorize the board to issue and renew certification for professional school personnel, and KRS 161.028(1)(q) authorizes the board to charge reasonable certification fees. KRS 161.1211 establishes certificate ranks and requires the board to issue rank classifications. This administrative regulation establishes the procedures for the continuing education option for certificate renewal and rank change.

Section 1. Procedures for the first and second renewal of the professional teaching certificate established in 16 KAR 2:010 shall require completion of:

- (1) The continuing education option established in this administrative regulation; or
- (2) A planned fifth-year program established in 16 KAR 8:020.

Section 2. The Continuing Education Option shall only be used to obtain either Rank II or Rank I.

Section 3. Program Requirements. (1) The continuing education option shall consist of four (4) phases:

(a) Phase one (1): Completion of an instructional seminar established in Section 4 of this administrative regulation and development of a plan for job-embedded professional development;

(b) Phase two (2): Content exploration and research;

(c) Phase three (3): Student instruction and assessment; and

(d) Phase four (4): Professional demonstration and publication.

(2) In addition to the completion of the four (4) phases established in subsection (1)(a) through (d) of this section, a candidate for the Continuing Education Option shall:

(a) Develop a leadership project aligned to the job-embedded professional development required by subsection (1)(a) of this section; and

(b) Complete a minimum of six (6) graduate credit hours, with an average grade point average of three and zero-tenths (3.0) aligned to the job-embedded professional development required by subsection (1)(a) of this section.

Section 4. (1) A candidate for the continuing education option for certificate renewal and rank change shall:

(a) Attend a board-approved program orientation meeting; and

(b) Successfully complete a board-approved seminar on how to build a plan for job-embedded professional development.

(2)(a)1. A school district, group of districts, or Kentucky postsecondary institution with an accredited educator preparation program may make application to the Education Professional Standards Board for approval to sponsor a seminar on how to build a plan for job-embedded professional development.

2. The Education Professional Standards Board may sponsor a seminar on how to build a plan for job-embedded professional development in a district or group of districts in which a

seminar is not otherwise offered.

(b) The seminar on how to build a plan for job-embedded professional development shall be led by a continuing education option coach.

(c) The seminar on how to build a plan for job-embedded professional development may be a blend of:

1. Web-based instruction; and
2. Face-to-face cohort meetings.

(d) The Education Professional Standards Board may provide Web-based instruction through an on-line module at www.KYEducators.org.

(e) A seminar sponsor shall offer face-to-face cohort meetings at least two (2) times per month during the plan building seminar.

(3) Following completion of phase one (1) of the continuing education option, a seminar sponsor shall continue face-to-face cohort meetings on a monthly basis.

(4) Completion of the first phase of the Continuing Education Option shall allow the candidate to receive first renewal of the candidate's certificate beginning July 30, 2010.

(5) Payment of seminar tuition.

(a)1. Tuition for the on-line module provided by the Education Professional Standards Board shall be \$150.

2. The on-line module fee shall be paid to the Education Professional Standards Board at the time of enrollment.

(b)1. Tuition for the cohort meetings shall be \$1,100.

2. The cohort meeting fee shall be paid to the board-approved seminar sponsor.

(c)1. Seminar tuition shall be nonrefundable.

2. A cohort meeting fee may be transferred to another seminar sponsor upon agreement between both sponsors.

(6)(a) Upon completion of the seminar, the Continuing Education Option candidate shall design an individual job-embedded professional development plan.

(b) The job-embedded professional development plan shall:

1. Focus on a professional growth need identified by the teacher with consideration given to the needs identified in the school's consolidated plan, student assessment results, and community resources;

2. Include goals correlated to:

a. Each of the ten (10) Kentucky Teacher Standards established in 16 KAR 1:010;

b. The Kentucky Teacher Standards Advanced Level Performance in the CEO Professional Development Portfolio Rubric; and

c. The teacher's individual professional growth needs established in subparagraph 1. of this paragraph;

3. Include a timeline in which the candidate shall complete all phases of the continuing education option. The timeline shall not:

a. Be less than eighteen (18) months; or

b. Be more than four (4) years; and

4. Be reviewed by the continuing education option coach for the seminar cohort.

(c) The continuing education option coach shall:

1. Review the plans using the CEO Professional Development Plan Scoring Rubric; and

2. Provide guidance to the candidate for submitting the plan to the Education Professional Standards Board for scoring.

(d)1. The candidate shall submit the plan to the Education Professional Standards Board for review.

2. The candidate may resubmit the plan for an additional scoring if the continuing education

scoring team has provided evidence of a deficiency in the plan.

3. The candidate shall submit a scoring fee of \$455 to the Education Professional Standards Board with the plan.

4. If a candidate submits a plan for additional scoring, the candidate shall submit a rescoring fee of fifty (50) dollars to the Education Professional Standards Board with the plan.

(7)(a) The candidate shall participate in a job-embedded professional development experience with documented outcomes that demonstrate the accomplishment of the established goals.

(b) A job-embedded professional development experience shall include a combination of:

1.a. A minimum of six (6) university graduate credits; or

b. With approval from Education Professional Standards Board staff, a minimum of six (6) university graduate or undergraduate content course credits that meet the goals established in the candidate's job-embedded professional growth plan;

2. Research;

3. Field-experience;

4. Professional development activities;

5. Interdisciplinary networking and consultations; and

6. A leadership project.

(8)(a) The evidence of accomplishment of the goals identified in the plan shall be documented by the candidate in a portfolio.

(b) The candidate shall present the portfolio to the Education Professional Standards Board for review and scoring.

(c) The documentation in the portfolio shall provide evidence:

1. That all Kentucky teacher standards Advanced Level Performance Indicators, as listed in the CEO Professional Development Portfolio Rubric, have been met;

2. Of the effects on student learning; and

3. Of the professional growth over time in:

a. Content knowledge;

b. Instructional and student assessment practices; and

c. Professional demonstration and publication skills.

(d) The portfolio shall be presented using a variety of media, which may include electronic recordings.

(e) The portfolio shall be submitted to the Education Professional Standards Board at least one (1) year in advance of the expiration date of the teacher's certificate.

(f) The portfolio shall be submitted in either:

1. A traditional paper format with other media; or

2. An electronic format.

(g) A portfolio shall not exceed three (3) four (4) inch binders in size or its electronic equivalent.

Section 5. (1) Initial application for the continuing education option program shall be made through a seminar sponsor approved by the Education Professional Standards Board.

(2) The approved seminar sponsor shall report all enrolled applicants to the Education Professional Standards Board.

Section 6.(1) A team of two (2) scorers approved by the Education Professional Standards Board shall review and score the continuing education portfolio.

(2) The scorers shall be selected by the Education Professional Standards Board from a cadre of educators representing teachers, principals, central office instructional personnel, and

higher education faculty.

(3) The two (2) person scoring team shall:

(a) Include a teacher certified in the same grade range and content area as the continuing education option candidate;

(b) Score the candidate's portfolio using the CEO Professional Development Portfolio Rubric;

(c) 1. Recommend the teacher for certificate renewal to the Education Professional Standards Board prior to the expiration date of the certificate; or

2. Report results to the Education Professional Standards Board using the scoring rubric to indicate which standards were not met; and

(d) Receive training from the Education Professional Standards Board to score the portfolios in a consistent and reliable manner.

(4)(a) If the two (2) person scoring team cannot reach consensus in the review process, a third scorer shall score the portfolio.

(b) An average of the scores shall determine whether the portfolio contained evidence that the ten (10) Kentucky Teacher Standards for Preparation and Certification established in 16 KAR 1:010 were met.

(5)(a) If the teacher's portfolio does not contain evidence that all ten (10) Kentucky Teacher Standards established in 16 KAR 1:010 have been met, the teacher may resubmit a partial portfolio for rescoring, which shall contain documented evidence on the unmet standard or standards.

(b) The rescoring process shall follow the same procedures as the initial scoring process established in this section.

(c) The teacher shall receive feedback from the initial scoring regarding additional evidence that may be needed to show that goals were accomplished and that all Kentucky Teacher Standards established in 16 KAR 1:010 were met.

Section 7. A teacher following the continuing education option to the fifth-year program for certificate renewal and rank change shall complete the program by the end of the second certificate renewal period.

Section 8. Payment of Fee for Scoring the Portfolio. (1) A scoring fee of \$1,400 shall be assessed to each continuing education option candidate.

(2) The fee shall be used to pay expenses for the actual cost of administration of the continuing education option program including the costs associated with the following:

(a) The evaluation of approved seminar provider programs;

(b) Training the continuing education option coaches who lead the seminars;

(c) Training and compensating the portfolio reading team members; and

(d) The initial scoring of the portfolio.

(3) Payment shall be made to the Education Professional Standards Board.

(4) The full fee shall be submitted with the portfolio for scoring.

(5) The initial scoring fee shall provide for one (1) scoring of all parts of the portfolio.

(6)(a) A fee of \$140 shall be assessed for each unmet standard that requires rescoring.

(b) The rescoring fee, if applicable, shall be submitted to the Education Professional Standards Board with the revised portfolio.

Section 9. (1) Portfolios shall be scored by the Education Professional Standards Board on an annual basis.

(2) A candidate shall have been enrolled in the continuing education option program for at

least eighteen (18) months prior to submission of the portfolio to the Education Professional Standards Board for scoring.

(3) A candidate shall submit a portfolio to the Education Professional Standards Board for initial scoring between July 1 and July 15.

(4) The date of portfolio submission shall be either:

(a) The day the portfolio is hand-delivered to the Education Professional Standards Board offices; or

(b) The date of the postmark.

(5)(a) A portfolio that requires rescoring shall be resubmitted during one (1) of the rescoring windows of October 1 through 15 or January 1 through 15.

(b) Portfolios not submitted within the rescoring window shall be resubmitted in accordance with the schedule established in subsection (3) of this section.

(6) All portfolios shall become the property of the Education Professional Standards Board.

(7)(a) The Education Professional Standards Board shall provide electronic tracking of all portfolios to identify cases of plagiarism.

(b) Instances of plagiarism shall be reported to the Education Professional Standards Board for disciplinary action.

Section 10. Incorporation by Reference. (1) The following material is incorporated by reference:

(a) "CEO Professional Development Plan Scoring Rubric", 2009; and

(b) "CEO Professional Development Portfolio Rubric", 2009;

(2) This material may be inspected, copied, or obtained, subject to applicable copyright law, at the Education Professional Standards Board, 100 Airport Road, 3rd Floor, Frankfort, Kentucky 40601, Monday through Friday, 8 a.m. to 4:30 p.m. (24 Ky.R. 2040; 2360; eff. 5-18-1998; 25 Ky.R. 1712; 2152; eff. 3-1-1999; 28 Ky.R. 2062; 2338; eff. 5-16-2002; recodified from 704 KAR 20:022, 7-2-2002; 30 Ky.R. 2326; 31 Ky.R. 27 eff. 8-6-2004; 36 Ky.R. 125; 553; eff. 9-14-2009; 39 Ky.R. 1279; 1649; eff. 3-8-2013.)